Indiana Arts Commission
On-line Grants Team
Work Plan
June 14, 2005

TASK	WHEN	WHO
Needs Assessment	**May-July 2005**	**IAC staff/On-line Grants Team**
1. Identify internal/staff needs		
2. Identify external/applicant needs		
3. Identify panelist/Commissioner needs		
4. Research current providers		
5. Set up demonstrations of provider products		
6. Data collection from other SAAs/users		
7. Document current grants database		
8. Identify potential budget resources		
9. Upgrade internal technology		
10. Preliminary re-alignment of staff resources		
11. Review of IAC grants and programs (GDLs)		
12. Revisit timeline		
Develop Request for Bid	**July-September 2005**	**IAC staff/On-line Grants Team**
1. Research SOI bidding process		
2. Develop On-line grants requirements document		
3. Develop Request for Bid		
4. Develop selection criteria		
5. Make final selection		
6. Contract clearance		
7. Issue SOI contract		
8. Revisit timeline		
Build the On-line Grants Database	**September 2005 – May 2006**	**IAC staff/On-line Grants Team**
1. Finalize IAC grant programs (GDLS)		
2. Finalize IAC grant and contract management processes		

TASK	WHEN	WHO
3. Commission approval of GDL revisions		
4. Build the application (program) (staged process)		
5. Integrate current and new databases		
6. Beta testing (IAC staff)		
7. Staff training		
External Development	**June 2006 – Winter 2006**	**IAC staff/On-line Grants Team**
1. Soft launch (On-line Grants Team and other testers)		
2. Applicant Training		
3. Site goes live/Begin applicant interface		
4. Tweaking (back end adjustments)		
5. Marketing/PR for 0n-line grants		
6. Grant applications deadline		
7. Panelist training		
8. Acquisition of appropriate equipment (laptops, etc.)		
9. Website development for on-line grants/contract management		